

VINEYARD

ORDINANCE 2018-09

AN ORDINANCE ADOPTING A NEW CHAPTER OF THE VINEYARD MUNICIPAL CODE, CHAPTER 2.28 RECORDS ACCESS AND MANAGEMENT

WHEREAS, Vineyard staff has determined that it is in the best interest of the city and its residents that the mayor and City Council adopt Chapter 2.28 Records Access and Management into the Vineyard Municipal Code.

NOW THEREFORE, be it ordained by the mayor and City Council of Vineyard, in the State of Utah, as follows:

ADOPTING CHAPTER 2.28 RECORDS ACCESS AND MANAGEMENT

2.28.010 Government Records

All government records of the city shall be maintained, classified and accessed in accordance with the government records access and management act set forth at Utah Code Annotated section 63G-2-101 et seq., as amended.

2.28.020 Records Officer

The city recorder is the records officer of the city appointed to work with the Utah division of archives and records service in the care, maintenance, scheduling, designation, classification, disposal, and preservation of city records. Pursuant to Utah Code Annotated section 63G-2-108, as amended, the records officer shall, on an annual basis, successfully complete online training and certification from the state archives regarding government records access and management.

2.28.030 Retention Schedule

All government records of the city shall be retained in accordance with the retention schedule attached as Exhibit A to the ordinance codified herein, which is hereby adopted as the Vineyard Records Retention Schedule. The city may classify or reclassify a particular record, record series, or information in a record at any time, in accordance with applicable provisions of Utah Code Annotated section 63G-2-307, as amended.

2.28.040 Records Requests

Any person requesting a record shall file a written government records access and management request form as provided by the city. Such request shall be submitted and processed in accordance with the government records access and management act. All government records requests shall contain the requestor's name, mailing address, and daytime phone number, if available, and shall provide a description of the record requested that identifies the record with reasonable specificity.

2.28.050 Fees

The city may charge reasonable fees to cover the city's actual cost of providing a record. Fees for providing a record shall be adopted and set forth in the city's fee schedule, which fees may be amended from time to time. When the city compiles a record in a form other than that normally maintained by the city in response to a records request, the actual costs for compiling the record may include those costs set forth in Utah Code Annotated section 63G-2-203, as amended; provided, no charge may be made for the first quarter hour of staff time. The city may require payment of past fees and future estimated fees before beginning to process a request if: a) fees are expected to exceed fifty dollars (\$50.00); or b) the requester has not paid fees from previous requests. Any prepaid amount in excess of fees due shall be returned to the requester.

2.28.060 Fee Waiver

In accordance with Utah Code Annotated section 63G-2-203, as amended, the city may fulfill a record request without charge when it determines that:

1. Releasing the record primarily benefits the public rather than a person;
2. The individual requesting the record is the subject of the record, or an individual specified in subsections 63G-2-202(1) or (2) of the act; or
3. The requester's legal rights are directly implicated by the information in the record and the requester is impecunious.

2.28.070 Appeals to City Manager

Any person aggrieved by the city's access determination made or fees imposed under this chapter may appeal the determination within thirty (30) days to the city manager by filing a written notice of appeal with the city manager in accordance with the provisions set forth in Utah Code Annotated section 63G-2-401, as amended. The notice of appeal shall contain the petitioner's name, mailing address, daytime phone number, and the relief sought. The notice of appeal should also contain a brief statement of facts, reasons, and legal authority in support of the appeal. The city manager shall make a determination on the appeal within the time periods set forth in Utah Code Annotated section 63G-2-401, as amended. The city manager shall send written notice of his or her determination to all participants, including notice of any right to appeal.

2.28.080 Appeals to State Records Committee

1. Any person aggrieved by the decision of the city manager shall be entitled to appeal such decision to the state records committee. Such an appeal shall be filed as a notice of appeal with the executive secretary of the state records committee no later than thirty (30) days of the issuance of the city manager's decision as set forth in Utah Code Annotated section 63G-2-403.
2. The city or the records requestor may appeal a state records committee decision by filing a petition for judicial review with the district court.

2.28.090 Forwarding to State Archives

Once this chapter is made effective, the city recorder shall forward to state archives a copy and summary description of this chapter.

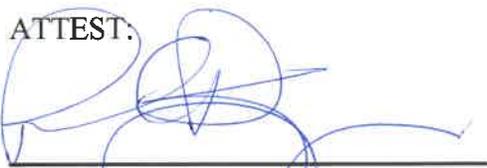
REPEALER CLAUSE: All ordinances or resolutions or parts thereof, which are in conflict herewith, are hereby repealed.

SEVERABILITY CLAUSE: Should any part or provision of this Ordinance be declared by the courts to be unconstitutional or invalid, such decision shall not affect the validity of the Ordinance as a whole or any part thereof other than the part so declared to be unconstitutional or invalid.

EFFECTIVE DATE: This ordinance shall take effect upon posting in accordance with state law.

PASSED this 8th day of August, 2018.

ATTEST:


Recorder

Mayor



Exhibit A



VINEYARD
STAY CONNECTED

RETENTION SCHEDULE

This schedule was adopted and approved
by the Vineyard City Council
on August 8, 2018

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SCHEDULE 1

ADMINISTRATIVE RECORDS

SCHEDULE 1

ADMINISTRATIVE RECORDS

Vineyard Retention Schedule adopted by the Vineyard City Council on Month Day, 2018
Classifications are determined by the Records Officer.

AGENCY HISTORY RECORDS

These records document the organization and reorganization of governmental entities. Information includes history, functional information, organizational files and related records.

RETENTION

Permanent. May transfer to State Archives.

CENSUS INFORMATION FILES

These files contain copies of U.S. Census Bureau forms completed by municipalities on government employment and tax revenues. They are used to compile state and national statistical reports, meet the requirements for Federal Revenue Sharing, and to make financial information available to the public.

RETENTION

3 years and then destroy.

CITY HISTORIES

These are published or unpublished histories written on the municipal government or an individual municipal agency. The histories are financed by municipal funds. They may include the title, author, date written, and a historical narrative.

RETENTION

Permanent. May transfer to State Archives.

CITY SCRAPBOOKS

These are a chronological record of the activities of the municipality or individual municipal departments. They include photographs, newspaper clippings, flyers, program notes, brochures, and other items pertaining to city activities and actions and reactions of the municipality's citizens.

RETENTION

Permanent. May transfer to State Archives.

COMMUNITY DEVELOPMENT BLOCK GRANT ADMINISTRATIVE RECORDS

These files document the administration of projects funded under the Community Development Block Grant program (CDBG). These projects include both direct grants and re-grants. The records include the preliminary reports, audits, certificates, maps, and related correspondence. Under the federal guidelines, agencies are required to maintain records in sufficient detail to demonstrate compliance with the provisions concerning affirmative action, labor and environmental standards.

RETENTION

Permanent.

COMMUNITY DEVELOPMENT BLOCK GRANT APPLICATION RECORDS

These files document the application and completion of projects funded under CDBG funds. These projects include both direct grants and re-grants. The files include the initial application, yearly reports, and all final reports.

RETENTION

Permanent. May transfer to State Archives after 3 years.

CONSTITUTION AND BYLAWS

These are the constitution and bylaws of municipal governing /advisory boards. They establish the organization and operational procedures for the board. They usually include date of adoption and amendments, description and purpose of board, membership, description and responsibilities of board's positions, meeting frequency, voting procedures, explanation of what constitutes a quorum, and the establishment of procedural rules (e.g., Robert's Rules of Order, etc.).

RETENTION

Permanent. May transfer to State Archives.

FEASIBILITY STUDIES

These are studies conducted before the installation of any significant technology or equipment. They include specific studies and system analyses for the initial establishment and major changes of these systems.

RETENTION

5 years after completion of study and then destroy.

GOVERNMENT RECORDS ACCESS AND MANAGEMENT ACT (GRAMA) REQUESTS AND APPEALS

- See Schedule 18 Clerk's Records.

GRANT RECORDS

These records document grants received by governmental entities, which may contain applications, notice of award, reports, correspondence, and related records. For annual and final performance reports, see Publications.

RETENTION

7 years after final action and then destroy.

INFORMATION GOVERNANCE RECORDS

Records used in establishing and implementing records management policies, practices, and procedures. Included are inventories, finding aids, and related information.

RETENTION

Retain until superseded or until the lifespan of the related record is met and then destroy.

NOTARY BOND FILES

These files document municipal employees providing service to municipal agencies as notaries public. They include valid certificates, copies of bonds, and any related correspondence.

RETENTION

1 year after separation/expiration or renewal of bond and then destroy.

PROGRAM AND POLICY DEVELOPMENT RECORDS AND CASE FILES

These files contain records related to policy and procedure issuance which document their formulation. Includes issuances related to routine administrative functions (e.g., payroll, procurement, and personnel). These records are created by executive decision-makers to document the establishment and dissemination of agency programs, policies, and procedures. Executive decision-makers may include the Chair, Director, Chief Administrative Officer, Public Information Officer, Commissioner, Mayor, or other internal administrators as identified by the executive office. Related correspondence and email is included.

RETENTION

3 years after final action and then transfer to State Archives.

PUBLIC RELATIONS RECORDS

These records, regardless of format or mode of transmission, are created for distribution to the news media or public. Records include speeches, press releases, public announcements and similar records.

RETENTION

Permanent. May transfer to State Archives.

PUBLICATIONS

Any record, regardless of format, that is issued by a governmental entity for public distribution at the total or partial expense of that governmental entity. These include Annual Reports, Policies and Procedures Manuals, and Systems Studies Final Reports.

RETENTION

Permanent. Creating agency shall transfer preservation copy(ies) to State Archives and access copy(ies) to the State Library.

ROUTINE ADMINISTRATIVE CORRESPONDENCE

Incoming and outgoing business-related correspondence, regardless of format or mode of transmission, created in the course of administering agency functions and programs. Administrative correspondence documents work accomplished, transactions made, or actions taken. This correspondence documents the implementation of agency functions rather than the creation of functions or policies. Business-related correspondence, including email, that is related to a core function with an associated retention schedule should follow the associated schedule. This correspondence includes but is not limited to executive correspondence, which documents executive decisions made regarding agency interests. Executive decision makers may include the Mayor, City Manager, City Planner, Community Development Director, City Recorder, Building Official, Public Works Director, City Engineer, or other internal administrators as identified by the executive office.

RETENTION

3 years or until administrative need ends, whichever is greater, and then destroy.

SPACE UTILIZATION REPORTS

These are reports on the amount of floor space in municipal buildings. They are used for planning future expansion or development of city buildings. The report includes number of rooms, square footage per room, and room capacity.

RETENTION

Retain until superseded and then destroy.

SPECIAL EVENT PERMITS

Vineyard Retention Schedule adopted by the Vineyard City Council on Month Day, 2018
Classifications are determined by the Records Officer.

These applications are completed by persons requesting permits to hold special events (i.e., film crews, races, parades) on the municipal right-of-way. They include application number; event type and description; sponsoring group's name; admission fee; event date; event times; promotional agency name; contact person's name, address, and telephone number; proposed location or route; whether a fee waiver is requested; estimate number of participants and spectators; authorizing signature and date; date to appear on city council agenda; police department's and local health department's recommendations; decisions; and authorizing signatures.

RETENTION

1 year after the event and then destroy.

TRANSITORY CORRESPONDENCE

Incoming and outgoing correspondence, regardless of format or mode of transmission, including any posting to social media sites, text messages, voicemail, or other audio or video recordings, related to matters of short term interest. Transmittal correspondence between individuals, departments or external parties containing no final contractual, financial or policy information. This correspondence does not impact agency functions. When resolved, there is no further use or purpose.

RETENTION

Retain until administrative need ends and then destroy.

TRANSITORY TRACKING RECORDS

These records document transitory transactions. Information tracks services rendered, movement of people, materials, and includes internet website visitor information.

RETENTION

Retain until administrative need ends and then destroy.

UNSUCCESSFUL GRANT APPLICATION FILES

These files document the rejection or withdrawal of grant applications. They include memoranda, correspondence, and other records relating to the decision to reject the grant proposal.

RETENTION

3 years after rejection or withdrawal and then destroy.

WORKING FILES

These records contain unique information in rough notes or drafts assembled or created and used to prepare or analyze other documents. The information adds proper understanding to the formulation and execution of policies, decisions, actions, or responsibilities.

RETENTION

1 year after project closed and then destroy. These files are designated as Private.



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SCHEDULE 2

Vineyard Retention Schedule adopted by the Vineyard City Council on Month Day, 2018
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BONDS AND BONDING RECORDS

SCHEDULE 2 BONDS AND BONDING RECORDS

BOND ANTICIPATION NOTES

These are notes used by municipalities pursuant to an appropriation resolution for bonds in anticipation of payable ad valorem taxes and constitute a full obligation of the municipality. The bond anticipation notes and the interest on them shall be secured by a pledge of the full faith and credit of the municipality.

RETENTION

1 year after resolution of issue and then destroy.

BOND ISSUE FILES

These files document the implementation of significant municipal bonds (i.e., revenue or special bonds), but not general obligation bonds. These files include authorizations supporting financial data, contracts or sales agreements, destruction certificates, master resolutions, sample copies of bonds sold as evidence of municipal indebtedness, and all related documents.

RETENTION

Permanent. May transfer to State Archives.

BOND REDEMPTION AND DESTRUCTION CERTIFICATES

Vineyard Retention Schedule adopted by the Vineyard City Council on Month Day, 2018
Classifications are determined by the Records Officer.

These are certificates sent to the municipality by the paying agent which track pay and destruction of bond coupons.

RETENTION

3 years after expiration of bonds and then file in Bond Issue Files.

BOND REDEMPTION REGISTERS

These are registers used to record the redemption of coupons for municipal bonds.

RETENTION

3 years after final action and then destroy.

BOND REGISTRATION FILES

These are the issuing agent's copies of bond registration stubs.

RETENTION

3 years and then destroy.

GENERAL OBLIGATION BONDS

These bonds constitute general obligations of the municipality, for the prompt and punctual payment of principal or interest on which the full faith and credit of the municipality are pledged. These issued bonds are not payable solely from revenues other than those derived from ad valorem taxes. The revenue derived from the sale of bonds shall be applied only to the purpose specified in the order of the municipal legislative body.

RETENTION

1 year after final action and then destroy.

MUNICIPAL REVENUE BONDS

These bonds are issued by the city council payable solely from revenues attributable to the extension and improvement to revenue producing facilities.

RETENTION

1 year after final action and then destroy.

NOTARY BONDS

These are \$5,0000.00 bonds that are required to be filed with and approved by the State Division of Corporations and Commercial Code for a term of four years.

RETENTION

1 year after expiration of bond and then destroy.

SPECIAL IMPROVEMENT BONDS

The governing body of the municipality levying the assessment, by ordinance or resolution, may authorize the issuance of special improvement bonds to pay costs of improvements in the district against funds created by the assessment.

RETENTION

Until "paid or cancelled" and then destroy.



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SCHEDULE 3

Vineyard Retention Schedule adopted by the Vineyard City Council on Month Day, 2018
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BUDGET RECORDS

SCHEDULE 3 BUDGET RECORDS

ANNUAL BUDGET

The budget is a plan of financial operations for a fiscal year which embodies estimates of proposed expenditures for given purposes and the proposed means of financing them. A copy of the final budget for each fund shall be certified by the budget officer and filed with the state auditor within thirty days after adoption.

RETENTION

Permanent. May transfer to State Archives.

BUDGET RECORDS

These records are used to document the intended appropriation of funds. Information may include budget requests, proposals, and reports documenting the status of appropriations. These include Budget Apportionment Records, Budget Authorization Reference Files, Budget Background Records, Budget Estimates and Justification Files, Budget Information Files, Budget Messages, Budget Working Files, Periodic Budget Reports, Tentative Budget Files, and Regular Budget Reports.

RETENTION

4 years and then destroy.

Vineyard Retention Schedule adopted by the Vineyard City Council on Month Day, 2018
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SCHEDULE 4

Vineyard Retention Schedule adopted by the Vineyard City Council on Month Day, 2018
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FIXED ASSET RECORDS

SCHEDULE 4 FIXED ASSET RECORDS

FIXED ASSET RECORDS

These records relate to tangible assets such as property, supplies, and equipment owned by a governmental entity. Information includes substantiation, purchases, depreciation, inventories, and related records. These records include Annual Fixed Asset Reports, Fixed Asset Lists, and Surplus Property Case Files. These records also include disposition records, which are either forms or records completed by municipal agencies when municipal property is disposed of either by public auction, competitive bidding, or destruction. Includes date, department name, description of item, value, disposition method, and reason, condition, and approval signature.

RETENTION

10 years after disposition of asset and then destroy.

INFORMATION GOVERNANCE RECORDS

Records used in establishing and implementing records management policies, practices, and procedures. Included are inventories (including equipment inventory files), finding aids, and related information.

RETENTION

Retain until superseded or until the lifespan of the related record is met and then destroy.

Vineyard Retention Schedule adopted by the Vineyard City Council on Month Day, 2018
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SCHEDULE 5

Vineyard Retention Schedule adopted by the Vineyard City Council on Month Day, 2018
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GENERAL ACCOUNTING RECORDS

SCHEDULE 5 GENERAL ACCOUNTING RECORDS

ACCOUNTS PAYABLE AND RECEIVABLE RECORDS

These are records related to monies collected or paid in the conduct of business. Information may include bank records, invoices, revenue, expenses, and related accounting records. Trust records are not included.

These include Bank Deposit (pass) Books, Bank Statements, Billing Adjustment Records, Billing Records, Billing Registers, Check Registers, Checkbook Stubs, Daily Cash Reports, Deposit Slips, General Ledgers, Interdepartmental Billings, Investment Accounting Daily Sheets, Investment Accounting Monthly Reports, Receipts, Park Facilities Reservation Records, Refund Requests, Special Assessment Ledgers, Special Assessment Statements, State Treasurer's Deposits, Subsidiary Ledger and Journals Files, Unclaimed Checks/Warrants, Warrant Registers, Warrant Requests, Warrant Requests – Canceled, Warrant/Checks – Lost, and Warrant/Checks Redeemed.

RETENTION

4 years and then destroy.

ANNUAL FINANCIAL REPORTS

These are statistical reports on the financial affairs of the entire municipality. "Within 180 days after the close of each fiscal year the city recorder or other delegated person shall present to the governing body an annual

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financial report prepared in conformity with generally accepted accounting principles, as prescribed in the Uniform Accounting Manual for Utah cities (see Utah Code). "Copies of the annual financial report...shall be filed with the state auditor and shall be filed as a public document in the office of the city recorder" (see Utah Code).

RETENTION

Permanent. May transfer to State Archives.

COMMUNITY DEVELOPMENT BLOCK GRANT ORIGINAL APPLICATION AND FINAL REPORT

This is the original application and final report for projects funded under Community Development and Block Grant (CDBG) funds. These projects include both direct grants and re-grants. Under the federal guidelines, agencies are required "to maintain records in sufficient detail to demonstrate compliance with the provisions" concerning affirmative action, labor, and environmental standards (24 CFR 570.611(f)).

RETENTION

Permanent. May transfer to State Archives.

COMMUNITY DEVELOPMENT BLOCK GRANT SUPPORTING FILES

These are the supporting documentation to the application and administration of projects funded under Community Development and Block Grant (CDBG) funds. These projects include both direct grants and re-grants. They include reports, audits, certificates, maps and related correspondence. Under the federal guidelines, agencies are required "to maintain records in sufficient detail to demonstrate compliance with the provisions" concerning affirmative action, labor, and environmental standards (24 CFR 570.611(f)).

RETENTION

3 years and then destroy.

FINANCIAL AUDIT REPORTS

These are reports written and prepared as a result of audits of governmental entities by an outside agency examining and verifying the entities' financial activities for the year.

RETENTION

Permanent. Retain 7-10 years and then transfer to State Archives.

FIRE HYDRANT METER AND WATER USAGE AND SIGN OUT FORMS

These forms provide a record of customers required to pay a deposit to rent fire hydrant meters. They include date, amount of deposit, name and address, location to be used, meter number, meter readings, date meter returned, date account closed, and amount of deposit confiscated and reason.

RETENTION

3 years after final action and then destroy.

INVESTMENT REGISTERS

These are registers of all investments made by the municipality. A work sheet is kept on each investment. They include the check stub of the institution issuing the investment, a copy of the investment, the check issued by the vendor and a validated receipt written by the municipality.

RETENTION

3 years and then destroy.

METER RECORDS

These records record the readings of customers' water and sewer meters by municipal employees. The readings include meter readings, date read, and address.

RETENTION

3 years and then destroy.

STATE TREASURER'S ACCOUNTING STATEMENTS

These are quarterly reports of monies deposited with and invested by the State Treasurer under the State Money Management Act. These statements are required by law. They include a deposit form, an account statement and an investment credit notice.

RETENTION

4 years and then destroy.

TAX REDEMPTION RECORDS

These records document the payment of delinquent taxes. Information includes taxes and penalties owed and paid, and related records. These are not legal evidence of property ownership.

RETENTION

5 years and then destroy.

TRAVEL - PRIVATE VEHICLE USAGE FILES AND TRAVEL/PASSENGER REIMBURSEMENT FILES

These files contain records relating to the reimbursement of employees for authorized travel. They may include travel orders, per diem vouchers, transportation request, hotel reservations, and all supporting papers documenting official travel by officers, employees, dependents, or others authorized by law to travel.

RETENTION

3 years and then destroy.



VINEYARD
STAY CONNECTED

SCHEDULE 6

LICENSING RECORDS

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SCHEDULE 6 LICENSING RECORDS

LICENSE REGISTERS

These registers record the issuance of licenses for persons or companies conducting business within municipal boundaries. They contain name, address, date, and type of license. Prior to 1960, many municipalities only maintained a register and no business license files. Most current registers are computer printouts.

RETENTION

Permanent. May transfer to State Archives.

BUSINESS LICENSE FILES

These files contain the original application and supporting documents. The annual renewal form and business license certificate are retained only until the following year's renewal form and certificate are processed.

RETENTION

Retain until 3 years after final renewal, and then destroy.



VINEYARD
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SCHEDULE 7

MAINTENANCE RECORDS

Vineyard Retention Schedule adopted by the Vineyard City Council on Month Day, 2018
Classifications are determined by the Records Officer.

SCHEDULE 7

MAINTENANCE RECORDS

AS-BUILT CONSTRUCTION PLANS AND SPECIFICATIONS

Final plans and specifications for approved and constructed buildings, facilities, utility connections, roads and bridges. Documents construction of new buildings or facilities as well as renovation of owned buildings and rented buildings.

These records include drawings and diagrams of engineering "as-built" projects, which are used by the public and city personnel to establish existing information for all city locations. They include drawings of street construction, sidewalks, storm drains, waterlines, reservoirs, public facilities, and other city building projects, providing date, legend, city title, scale and actual drawings.

RETENTION

Permanent. Retain by agency until final action. May transfer to State Archives.

BUILDINGS AND GROUNDS RECORDS

These records include maintenance logs which record all repairs made to municipal buildings and grounds, which are used to verify that repairs were made; service requests for maintenance, service, cleaning, or repair of vehicles, equipment, and buildings, received from any municipal department; daily work logs which include date, work order number, location, job requirements, date completed, equipment used, and initials or crew chief's signature; work orders; and work order logs which include work order number, work order request, dates received and completed, record of trouble calls and work completed.

RETENTION

3 years after resolution of issue and then destroy.

CONSTRUCTION PROJECT FILES

These project files document the actual construction for park development, park renovation, and other recreational facility improvements. They are used for reference while projects are in progress and after completion. They include final drawings of all park/recreational facility development projects along with specifications, as-built construction drawings, and related correspondence. Property acquisition records, including original deeds, are kept in Clerk's files.

RETENTION

Permanent. May transfer to State Archives.

CUSTOMER REQUEST OR COMPLAINT RECORDS

These records document customer complaints or requests for service received and answered by the governmental entity. Information includes requester or complainant details, description of the request or problem, and actions taken by the agency.

RETENTION

3 years after resolution of issue and then destroy.

EQUIPMENT RECORDS

These are records of service repair and maintenance of municipal equipment, including office machines and furniture.

RETENTION

3 years and then destroy.

FUEL RECORDS AND GASOLINE SALES TICKETS

Fuel records are logs, reports, or similar records documenting mileage and gasoline, oil, and diesel fuel used by the municipal vehicles; Gasoline sales tickets are copies of credit card sales slips. They are used to verify the purchase of gasoline

RETENTION

2 years and then destroy.

RECREATIONAL FACILITY FILES

These files document each municipal recreational facility (i.e., parks, trails, and other public facilities). They are used to maintain a record of construction and renovation projects in each facility for historical and informational purposes. They may include correspondence, architectural drawings, contracts, specifications, newspaper clippings, histories of individual facilities, safety reports, photographs, and maps.

RETENTION

Permanent. May transfer to State Archives.

SERVICE REQUESTS

These are requests for maintenance, service, cleaning, or repair of vehicles, equipment, and buildings, received from any municipal department.

RETENTION

6 months after resolution of issue and then destroy.

STREET CLEANING RECORDS

These files document all street cleaning projects. They include reports, logs or similar records documenting street cleaning operations.

RETENTION

1 year and then destroy.

STREET MAINTENANCE RECORDS

These files document the repairs and maintenance work on municipal streets, street lights, and sidewalks. They include reports, logs, or similar records, completed on a daily, weekly, and/or monthly basis.

RETENTION

3 years and then destroy.

VEHICLE RECORDS

These include vehicle assignment records which are assignment logs, reports, authorizations, and similar records relating to the assignment and use of vehicles by municipal employees or officials; and vehicle maintenance records which document the inspection, repair and maintenance of government-owned vehicles. Information includes vehicle identification, usage, insurance adjusters' estimates, and related records.

RETENTION

3 years after disposition of asset and then destroy.

VEHICLE REGISTRATION CERTIFICATES

These motor vehicle registration forms document municipal ownership of vehicle.

RETENTION

Retain valid registration certificate until vehicle is transferred or sold and then destroy.

WORK ORDER LOG

This is a log of all work orders. It is used for reference to verify that work was performed. Includes work order number, work order request, dates received and completed, record of trouble calls and work completed.

RETENTION

3 years and then destroy.

WORK ORDERS

These are authorization forms for repair or maintenance work on department vehicles, equipment, or municipally-owned facilities or structures.

RETENTION

3 years and then destroy.



SCHEDULE 8

PAYROLL RECORDS

SCHEDULE 8

PAYROLL RECORDS

EMPLOYEE WAGE HISTORY RECORDS

These records document employee cumulative salary for employees needed for retirement purposes. Information includes employee details, department and position information, earnings, deductions, and related records. These include Payroll Registers.

RETENTION

65 years and then destroy.

PAYROLL POST PROCESSING RECORDS

This schedule is for payroll reporting. Each payroll period is closed out when disbursement information is verified using payroll reports. These include Administrative Payroll Reports.

RETENTION

7 years and then destroy.

PAYROLL PROCESSING RECORDS

These records verify compensation data for each employee, including salary, hourly rate and type of pay. Deductions are confirmed in processing payroll before employees are paid. These include Deductions and Other Earnings Registers, Garnishment Records, Income Tax Exemptions and Withholding Files, Individual Authorized Allotments Files, Insurance Deduction Files, Retirement Files, Savings Bond Purchase Records, Savings Bond Purchase Summary Reports, and Taxable Wage Earning Reports.

RETENTION

3 years and then destroy.

TIMEKEEPING RECORDS

Information regarding hours worked, paid or unpaid permitted absence from work for family emergency, sickness, personal time, vacation, or other reasons as outlined by policy are included in this schedule. These include Leave Adjustment Reports, Leave Application Files, Leave Data Files, Retirement Benefits Assistance Files, and Time Sheets.

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RETENTION

3 years and then destroy.

WAGE SURVEY FILES

These files contain wage survey reports and data; working papers and related correspondence pertaining to area wages paid for each employee class; background papers establishing need, authorization, direction, and analysis of wage surveys; development and implementation of wage schedules; and development of specific rates (excluding authorized wage schedules and age survey recapitulation sheets).

RETENTION

Retain until completion of second succeeding wage survey and then destroy.

WORKER'S COMPENSATION CASE FILES – See Schedule 9 Personnel Records.



VINEYARD
STAY CONNECTED

SCHEDULE 9

PERSONNEL RECORDS

SCHEDULE 9

PERSONNEL RECORDS

COMPLAINT INVESTIGATION FILES

Initial documentation of complaints that result in an investigation but do not result in disciplinary action.

RETENTION

7 years after end of employment or case closed, whichever is greater, and then destroy.

COURSE ANNOUNCEMENT FILES

These are informational files on municipal employee training opportunities. They are used for reference purposes. They include pamphlets, notices, catalogs, and other records that provide information on courses or programs offered to municipal employees by government agencies or non-governmental organizations.

RETENTION

Retain until superseded or obsolete and then destroy.

COURT ORDERED COMMUNITY SERVICES FILES

These files document participation in court ordered community service projects. A district, circuit, or juvenile court may order the completion of a specific number of hours of community service in lieu of a jail term or payment of a fine. The files include an introduction form from the court which contains name, number of hours or community service ordered to perform, by what date, and any expectations; a copy of the court order; and a time sheet showing how many hours have been completed. The court having jurisdiction of the case retains the record copy of these records.

RETENTION

1 year after completion of community service and then destroy.

DRUG TEST NEGATIVE RESULTS

This screening test is used as a pre-employment screen, post-accident screen, and for random screening of employees, the results of which are found to be negative. The records contain the name, date, type of test, substance for which the medical facility tested and test results.

RETENTION

1 year and then destroy.

DRUG TEST POSITIVE RESULTS

This screening test is used as a pre-employment screen, post-accident screen, and for random screening of employees. If test is positive employment offer is withdrawn or disciplinary action is taken for employees. The records contain the name, date, type of test, substance for which the medical facility tested and test results.

RETENTION

5 years and then destroy provided it is transferred to personnel file if disciplinary action is taken.

EMERGENCY AND OTHER PERSONAL LEAVE FILES

These records show the name of employee, dates of absence, explanation of emergency, signature of employee taking emergency leave, and signature of supervisor.

RETENTION

4 years and then destroy.

EMPLOYEE HEALTH AND MEDICAL RECORDS

These records document an employee's fitness for duty. Documentation for health-related leave is included.

RETENTION

4 years after end of employment and then destroy.

EMPLOYEE TRAINING FILES

These files document course availability and municipal employee participation in training programs sponsored by the municipality, other government agencies, and non-governmental institutions. They include correspondence, reports, participant lists, and other items. The actual training certificates and transcripts are filed in individual personnel files.

RETENTION

6 years and then destroy.

EMPLOYMENT HISTORY RECORDS

Employment history documents a person's application, I-9s and W-4s, correspondence, credential files, letters of recommendation, pay and leave history, work performance (including awards), training certificates, evaluation forms, including all records necessary to calculate benefits. This includes performance-related records for exempt employees. Final actions taken as a result of disciplinary action or grievances are included in this schedule.

RETENTION

65 years from date of employment or 7 years after retirement or death and then destroy.

EQUAL EMPLOYMENT OPPORTUNITY (EEO) COMPLIANCE CASE FILES

These are compliance files containing background papers and correspondence relating to contractor employment practices.

RETENTION

3 years and then destroy.

EQUAL EMPLOYMENT OPPORTUNITY (EEO) DISCRIMINATION COMPLAINT CASE FILES

These files document official discrimination complaints received and resolved by the municipality. The files contain complaints, related correspondence, reports, exhibits, withdrawal notices, copies of decisions, records of hearing and meetings, and other records as described in 29 CFR 1613.222(1992).

RETENTION

4 years after case is closed and then destroy.

EQUAL EMPLOYMENT OPPORTUNITY (EEO) PROGRAM FILES

These files document the adoption and administration of municipal affirmative action programs under the Civil Rights Act of 1964 and the Equal Employment Opportunity Act of 1972. The files include program correspondence, program plans, reports, and may include anti-discrimination committee meeting records and reports.

RETENTION

1 year and then destroy.

EQUAL EMPLOYMENT OPPORTUNITY (EEO) REPORTS

These reports are required to be filed with the Equal Employment Opportunity Commission (EEOC) in accordance with the provisions of Title VII and the Americans with Disabilities Act (ADA) (29 CFR 1602 (1992)). They include statistical information on employees hired, rehired, and terminated.

RETENTION

2 years and then destroy.

EQUAL EMPLOYMENT OPPORTUNITY (EEO) STATISTICS FILES

These files contain employment statistics and statistical reports relating to race and gender.

RETENTION

Permanent. May transfer to State Archives after 3 years.

GRIEVANCE RECORDS

Initial documentation responding to working condition grievances that result in any type of investigation for possible personnel or administrative action.

RETENTION

7 years and then destroy.

MUNICIPAL OFFICERS' AND EMPLOYEES' ETHICS ACT RECORDS

These records are legal/disclosure forms and council disclosure forms used by elected or appointed municipal officials to disclose any actual or potential conflict of interest in accordance with Utah Code (Municipal Officers' and Employees' Ethics Act). The disclosures are made to the mayor. Includes personal benefits, special privileges or compensation received for assisting any person or business in transactions involving the city; disclosure of any officer, director, or agent employee of a substantial interest in a business entity regulated by or doing business with the city; and any personal interest or investment which creates a conflict between public duties and personal interest.

RETENTION

10 years after termination of municipal employment/appointment and then destroy.

PROMOTIONAL TESTS

These are tests taken by municipal employees to determine eligibility for promotion. They include the actual tests, answer keys, individual test scores, and the results from oral interviews.

RETENTION

2 years and then destroy.

QUARTERLY WAGE LIST REPORTS

These are reports submitted quarterly to the State Department of Employment Security. They include the quarterly wage list (the name and address of employer, registration number, quarter ending date, employee social security number, name of employee, hire date of new employees, and total wages for quarter, the reimbursable employment, payrolls, and new hires report form (name and address of organization, non-insured workers, individual amount for the first, second, third and fourth quarters, insured workers' names; telephone number, and department of person completing form).

RETENTION

3 years and then destroy.

SALARY SURVEYS

These are salary survey reports on various municipal positions. They are used to compare salary ranges, benefits, education, and required experience. They include positions, grades, salaries, benefits, education, and experience.

RETENTION

3 years and then destroy.

STAFF ACQUISITION RECORDS

Records related to the recruiting and hiring of employees, including candidates not hired. The resume and application of hired individuals are part of the Employee History Records, as are the interview records, job postings, pre-employment tests, and position description files. These include Eligibility Certificates, Interview Records, Job Opening Files, Position Description Files, Pre-employment Tests, and Recruitment Files.

RETENTION

2 years from application and then destroy.

TEMPORARY EMPLOYEES PERSONNEL FILES

These are files maintained on temporary employees who were not provided benefits by the municipality. They include copies of correspondence and employment forms. They do not include personnel records created for specific federal programs.

RETENTION

1 year after separation and then destroy.

VERIFICATION OF EMPLOYMENT ELIGIBILITY

This background documentation is used to verify employment eligibility. Information may include background checks, fingerprints and requirements under the Immigration Reform and Control Act. The resume and application of hired individuals are part of the Employee History Records.

RETENTION

Retain for 3 years, or 1 year after separation, whichever is greater, and then destroy.

WORKER'S COMPENSATION CASE FILES

Records include forms, first report of injury, reports, correspondence, and related medical and investigative records regarding on-the-job injuries, whether or not a claim for compensation was made. Refer to State Code for Worker's Compensation Act.

RETENTION

75 years from date of incident and then destroy.



VINEYARD
STAY CONNECTED

SCHEDULE 10

PURCHASING RECORDS

SCHEDULE 10

PURCHASING RECORDS

CONTRACT PURCHASING/LEASING FILES

These records document contractual agreements for products or services. Records may include preliminary requirements, contractor payroll records, bids, and the signed contract. This includes professional service agreements.

RETENTION

7 years after the project completed and warranties expire, and then destroy.

INVOICES

These records document the procurement of goods and services for the municipality. They usually include the date, number of items received, descriptions of items, invoice number, purchase order number, vendor, unit and total price of goods. Invoices are usually part of the accounts payable files or purchase order files.

RETENTION

7 years and then destroy.

PURCHASE ORDERS

These are records authorizing the purchase of supplies or equipment by the municipality. They contain the name of the requesting agency, name of vendor, item, date ordered, delivery date, purchase order number, account charged, and authorizing signature.

RETENTION

7 years and then destroy.

PURCHASE REQUISITION FILES

These files contain requisitions for supplies and equipment for current inventory.

RETENTION

7 years and then destroy.

REAL ESTATE ACQUISITION FILES

These records document the purchase of real property by the municipality. They include the contract and related correspondence.

RETENTION

7 years after disposition of asset and then destroy.

REQUEST FOR PROPOSAL RECORDS

These records are bids and proposals to provide products or services for a governmental entity. Information includes preliminary requirements for procurement of a commodity or service. These records also include unsuccessful bids and proposal files.

RETENTION

7 years after project complete and warranties have run and then destroy.

TAX EXEMPTION RECORDS

These records document the municipality's sales tax exemption for specific purchases. They include tax exemption certificates and related records.

RETENTION

7 years (after period covered by related account) and then destroy.

VENDOR LIST

This is a list of vendors providing goods and services to the municipality. It usually includes names of vendors, addresses, telephone numbers, and descriptions of goods or services provided.

RETENTION

Retain until updated or superseded and then destroy.

VOUCHERS

This is an official authorization to pay on a claim or bill. Includes name of department fund, check number, date, amount of claim, transmittal sheet number, and authorizing signature.

RETENTION

7 years and then destroy.



VINEYARD
STAY CONNECTED

SCHEDULE 11

RISK MANAGEMENT

RECORDS

SCHEDULE 11

RISK MANAGEMENT RECORDS

DISASTER PLAN RECORDS

Disaster plans for records and office operations ensure that essential government functions continue to be performed following natural disasters, accidents, technical, or attack related emergencies. Information includes plans for restoring operations and protecting facilities and resources. Disaster recovery training materials may be included.

RETENTION

Retain until superseded by a new plan and then destroy.

INSURANCE POLICY FILES

These are insurance policy contracts between the municipality and private insurers.

RETENTION

15 years after expiration of policy and settlement of all claims and then destroy.

INSURANCE REPORTS

These reports are used for the reference and generation of claim files.

RETENTION

15 years and then destroy.

LIABILITY RISK MANAGEMENT CASE FILES

These case files document the reporting, investigation, and settlement of liability claims filed against the municipality.

RETENTION

20 years after case is closed and then destroy.

LOSS CONTROL INSPECTION REPORTS

Each year a municipal agency may undertake self-inspection to identify potential hazards within their buildings or on their grounds. If the agency completes this report, they can get a 15 percent discount on their premium after a follow-up survey has been conducted. This record might also be used as evidence in defense of a claim.

RETENTION

15 years and then destroy.



VINEYARD
STAY CONNECTED

SCHEDULE 12

SPECIAL ASSESSMENT

RECORDS

SCHEDULE 12

SPECIAL ASSESSMENT RECORDS

NOTICES OF INTENTION

The city council shall give notice of its intention to make the improvements and to levy assessments to pay all or part of the costs of the improvements before a special improvement district is created.

RETENTION

3 years after final payment is made and then destroy.

PROTEST FILES

These are written protests by owners of property to be assessed in a special improvement district. The governing body hears protests and approves changes or cancels districts.

RETENTION

3 years after resolution or end of all litigation and then destroy.

SPECIAL ASSESSMENT BOOKS

These books record the levy and assessment of special taxes. They contain extension number, address, plat or subdivision, block and lot numbers, name of owner, address, number of front feet, amount paid on principal, interest, when paid, total amount paid and principal interest.

RETENTION

Permanent. May transfer to State Archives.

SPECIAL ASSESSMENT LEDGERS – See Schedule 5 General Accounting Records

SPECIAL ASSESSMENT PLATS

These plats show the location of properties that are affected by special assessments. Plats are used for reference and for compilation of the tax roll. They include footage, actual property lines, township and range, rights-of-way, monument markers, lot measurements, blocks, subdivision names, and color coding to indicate properties being assessed.

RETENTION

5 years after final action and then destroy.

SPECIAL ASSESSMENT STATEMENTS – See Schedule 5 General Accounting Records

SPECIAL TAX REFUND BOOKS

These books are used to record the payment of refunds for the overpayment of special taxes. They contain the name of special tax project, extension number, page number, owner, lot number, block number, plat or subdivision, number of front feet, refund per feet, date refunded and amount, total abatement refunds, revenue, and surplus for project.

RETENTION

3 years after final payment is made and then destroy.



VINEYARD
STAY CONNECTED

SCHEDULE 13

AIRPORT RECORDS

RESERVED



VINEYARD
STAY CONNECTED

SCHEDULE 14

ANIMAL CONTROL RECORDS

RESERVED



VINEYARD
STAY CONNECTED

SCHEDULE 15

ATTORNEY'S RECORDS

SCHEDULE 15

ATTORNEY'S RECORDS

CIVIL CASE FILES

These case files document significant civil court cases in which the municipality is a party or represents the interests of the State of Utah. They include case number, plaintiff, defendant, nature of case, attorney's notes, related correspondence, and final verdict. This information is largely duplicated in court files and could be weeded after the case is closed.

RETENTION

10 years after case closed and then destroy.

CLAIM PETITION FILES

These files contain petitions claiming damages caused by municipal employees and/or equipment. They are used to determine liability. These files include petitions, correspondence and police reports if applicable.

RETENTION

6 years and then destroy.

COLLECTION CASE FILES

These are case files that document all fines, penalties, and forfeitures for the violation of any ordinance, when collected, shall be paid into the municipal treasury within seven days after the collection date. They include various court filings, attorney's notes, and final judgment.

RETENTION

4 years and then destroy.

FELONY CASE FILES

These case files document felony cases filed and prosecuted in district court. They contain the case number, defendant's name, charge, indictment and arraignment dates, plea, bond amount, trial date, verdict, and sentence. The files may also contain police records, offense reports, witness lists, subpoenas, FBI reports, photographs, and attorney's notes. This information is largely duplicated in case files and could be weeded after the case is closed and all appeals heard.

RETENTION

10 years after case closed and then destroy.

INVESTIGATION RECORDS

These records contain information necessary to undertake a complete investigation and are used to identify patterns of behavior, investigate claims, conduct internal investigations, and for other investigative purposes. Records may relate to the initiation, investigation, and disposition of cases, but do not include investigations of employees, criminal activities, or worker's compensation, which have separate retention schedules.

RETENTION

7 years after case closed and then destroy.

MISDEMEANOR CASE FILES

These case files document routine misdemeanor criminal cases prosecuted in circuit courts. They contain the case number, defendant's name, charge, dates of indictment and arraignment, plea, bond amount, trial date, verdict, and sentence. May also contain police records, offense reports, witness lists, subpoenas, FBI reports, photographs, and attorneys' notes. This information is largely duplicated in court files and should be weeded after the case is closed.

RETENTION

10 years after case is closed and then destroy.

RETENTION JUSTIFICATION

10 years covers various statutes of limitations under the criminal code. 'Case is closed' means the prosecutor's office closes the case.

SIGNIFICANT LAWSUIT CASE FILES

These are case files for significant lawsuits filed by the city and those filed against the city. They are used in pleading cases in court and later for research purposes. They contain various court pleadings, research material, and attorneys' notes.

RETENTION

Permanent. May transfer to State Archives.



VINEYARD
STAY CONNECTED

SCHEDULE 16

BUILDING INSPECTION RECORDS

SCHEDULE 16

BUILDING INSPECTION RECORDS

AS-BUILT CONSTRUCTION PLANS AND SPECIFICATIONS

Final plans and specifications for approved and constructed buildings, facilities, utility connections, roads and bridges. Documents construction of new buildings or facilities as well as renovation of owned buildings and rented buildings.

These records include drawings and diagrams of engineering "as-built" projects, which are used by the public and city personnel to establish existing information for all city locations. They include drawings of street construction, sidewalks, storm drains, waterlines, reservoirs, public facilities, and other city building projects, providing date, legend, city title, scale and actual drawings.

RETENTION

Permanent. Retain by agency until final action. May transfer to State Archives.

BUILDING PERMIT FILES

These permits are issued as official building authorization for a variety of actions (construction, demolition, the installation of plumbing, and electrical or mechanical equipment). These records contain building permit applications, invoices, inspection reports, certificates of occupancy, and any pertinent information relating to the project. They may also contain water source, sewer system, flood plain, and tank certificates.

RETENTION

Permanent. May transfer to State Archives.

BUILDING PERMIT REGISTERS

These registers are usually computer printouts, but may include books listing all issued building permits. The register is arranged chronologically and includes the name of the owner, name of contractor, address, date, and general use of building. Prior to 1950, the permit register may be the only record of the issuance of building permits.

RETENTION

6 years and then destroy. If only record of building permits, retain permanently.

CONSTRUCTION REPORTS

These reports are a monthly summary of construction and demolition activity in terms of permits, cost, and housing units. They are created from information compiled from the permit invoices and show the comparison to the same month for the previous two years. They are used for statistical analysis of current development trends. This information is submitted to agencies as required by the State of Utah.

RETENTION

2 years or as administrative need ends and then destroy.

ENFORCEMENT CASE FILES

These case files document housing and zoning complaints. They are used to document municipal actions concerning the complaints and for reference purposes.

RETENTION

5 years after resolution and then destroy. These files are designated as Protected until case is closed.

NONRESIDENTIAL BUILDING PLANS

These are the construction documents submitted by an applicant and approved by the building department for a building permit for the construction of commercial, industrial, or multi-family residential structures. The construction documents are compiled by the design professional for use by the contractor to complete detail work providing type, grade, brand of materials to be used, and general conditions which govern the methods to be employed. They include all Americans with Disabilities Act requirements. They also identify the temporary facilities, job cleanup, security, time limits, deadlines, and responsibilities of the design professional, owner and contractor. They are used to determine code compliance and the enforcement of building codes. They are usually arranged by permit number or address.

RETENTION

Permanent.

PUBLIC BUILDINGS (MUNICIPAL AND COUNTY) BUILDING PLANS – These are the construction documents submitted by an applicant and approved by the building department for a building permit for the construction of Public Facilities and buildings. The construction documents are compiled by the design professional for use by the contractor to complete detail work providing type, grade, brand of materials to be used, and general conditions which govern the methods to be employed. They also identify the temporary facilities, job cleanup, security, time limits, deadlines, and responsibilities of the design professional, contractor, and owner/government agency. They are used to determine code compliance and the enforcement of building codes. They are usually arranged by permit number or address.

RETENTION

Permanent. May transfer to State Archives.

RESIDENTIAL BUILDING PLANS

These are the construction documents submitted by an applicant and approved by the building department for a building permit for the construction of residential structures not defined under nonresidential plans. The construction documents are compiled by the design professional for use by the contractor to complete detail work providing type, grade, brand of materials to be used, and general conditions which govern the methods to be employed. They also identify the temporary facilities, job cleanup, security, time limits, deadlines, and responsibilities of the design professional, owner and contractor. They are used to determine code compliance and the enforcement of building codes. They are usually arranged by permit number or address.

RETENTION

1 year after completion of construction or at the close of the building permit and then destroy.



VINEYARD
STAY CONNECTED

SCHEDULE 17

CEMETERY RECORDS

RESERVED



VINEYARD
STAY CONNECTED

SCHEDULE 18

CLERK'S RECORDS

SCHEDULE 18

CLERK'S RECORDS

AGREEMENTS AND CONTRACTS

These files include agreements of all types, including but not limited to: development, franchise, interlocal, power, and property agreements, contracts for products or services, and memorandums of understanding.

RETENTION

7 years after expiration of the agreement and then destroy.

ANNEXATION FILES

These files document the annexation and boundary adjustments of property into and out of municipal boundaries. They usually contain correspondence, citizens' petitions, maps, and the official annexation action approved by City Council.

RETENTION

Permanent. May transfer to State Archives.

APPOINTMENT FILES

These files document the appointment of persons to advisory boards and committees established by the City Council or Mayor, usually by resolution, or policy and procedure. These files may include letters of recommendation, letters of appointment, resumes, and related correspondence.

RETENTION

Permanent. May transfer to State Archives.

CAMPAIGN FINANCIAL DISCLOSURE STATEMENT FILES

These are financial statements required by law to be completed by each municipal candidate.

RETENTION

Permanent. May transfer to State Archives.

CITY CHARTER

These files contain the constitution, bylaws and all amendments to city charters approved by the State Legislature.

RETENTION

Permanent. May transfer to State Archives.

CLOSED MEETING RECORDS

Recordings are required for the closed portion of meetings of a public body, except as provided by statute. The recording is the official record of a closed meeting.

RETENTION

Permanent. May transfer to State Archives.

DEED RECORDS

These records are deeds and conveyances of real estate owned by governmental entities. Included are the original deeds, titles, insurance and tax information.

RETENTION

Permanent. May transfer to State Archives.

EASEMENT FILES

These files contain documents executed by property owners granting the city rights of access to their property for public works or other municipal purposes. They include the names of parties, purposes and terms of access and terms of easement. They are used to provide legal access to enter or modify private property.

RETENTION

Permanent. We retain.

ELECTION BALLOTS

These are packets of official ballots of municipal elections cast by voters. Election officer shall preserve ballots for 22 months after the election or until the time has expired during which the ballots could be used in an election contest. If the election is not contested, after that time, destroy them without opening or examining them.

RETENTION

22 months after the election or until the time has expired during which the ballots could be used in an election contest and then destroy.

ELECTION CANVASSES

They are the official canvass of primary, municipal, or special elections. They contain a tabulation of votes cast by combined election districts. They include the date, office, names of candidates, number of votes, and totals.

RETENTION

Permanent. May transfer to State Archives.

ELECTION RECORDS

These include all other records and forms (excluding ballots, canvasses, and returns) required in municipal elections.

RETENTION

22 months after the election and then destroy.

ELECTION RETURNS

These are books of tabulations counted by the election judges. They serve as the official tally of votes for municipal elections.

RETENTION

22 months and then destroy.

GOVERNMENT RECORDS ACCESS AND MANAGEMENT ACT (GRAMA) LOGS

These records are maintained in order to keep a permanent record of all records requests. They include name, address, and contact information of person making the request, date of request, documents requested, and date of resolution.

RETENTION

5 years and then destroy.

GOVERNMENT RECORDS ACCESS AND MANAGEMENT ACT (GRAMA) REQUESTS AND APPEALS

These records are access requests as provided under the Government Records Access and Management Act (GRAMA). Included with the access requests are any notices of denial, appeals or any other records related to the request. This schedule excludes record access requests appealed to a local appeals board.

RETENTION

2 years if all appeals are exhausted and then destroy.

HEARINGS FILES

These files contain information documenting hearings requested by the public for various reasons including the denial and revocation of various licenses (businesses, liquor, taxi licenses) or special hearings called by the mayor or city council. Files contain copies of transcribed minutes, related correspondence, copies of applications, reports and agenda.

RETENTION

Permanent. May transfer to State Archives.

LEASE FILES

These files contain copies of leases, subleases, assignments of leases, and memoranda of leases for property which the city leases. They show the name and addresses of lessor and lessee; description of property; rent; purpose for which property may be used; and indicate any additional conditions or terms (determination of payment of utilities, taxes, insurance, maintenance and repair, and alterations to the property during the term of the lease), as well as any options to renew.

RETENTION

4 years after contract expires and then destroy.

OATHS

These files contain copies of signed oaths required of all officials of municipal offices, whether elected or appointed, before entering the duties of their respective offices.

RETENTION

Permanent. May transfer to State Archives.

OPEN MEETING MINUTES AND PUBLIC MATERIALS

Approved minutes of an open meeting are the official record of the meeting of a public body. Contained in or with the minutes shall be the substance of all matters proposed, discussed or decided and votes taken. This includes the agenda, notices, and any public materials distributed at the meeting.

RETENTION

Permanent. May transfer to State Archives.

OPEN MEETING RECORDINGS

Audio or video recordings document what transpired in open meetings of public bodies and are the official record of the meeting until the meeting minutes are approved.

RETENTION

3 years after official written minutes are approved and then destroy.

ORDINANCES

These books contain the legislative action of city council to regulate, require, prohibit, govern, control, or supervise any activity, business, conduct, or condition. These ordinances are rules, laws or statutes adopted by a local legislative body. Records include codified ordinances and indexes.

RETENTION

Permanent. May transfer to State Archives.

PETITIONS

These files contain formal written petitions from citizens or municipal departments. Petitions state the issue of concern and list names and signatures of citizens requesting a particular action.

RETENTION

Permanent. Retain 5 years after issue resolved or final decision is made and then may transfer to the State Archives.

PROOF OF PUBLICATION RECORDS

These files contain evidence of the publication of a document or public notification appearing in a local newspaper, usually for hearings, sale of bonds, budget, and council meetings.

RETENTION

6 years and then destroy.

RESOLUTIONS

These are formal statements of a decision, or expression of opinion put before or adopted by the city council. They may perform the same function as an ordinance. Resolutions may include the following: establishing water and sewer rates, charges for garbage collection and fees charged for municipal services, establishing policies and guidelines, and regulating the use and operation of municipal property.

RETENTION

Permanent. May transfer to State Archives.

WATER STOCK PURCHASE FILES

These files document municipal purchase of water stock from irrigation companies and/or individuals. Each year the municipality is billed for the annual assessment of water stock. The files are used to verify purchase and for yearly assessment purposes.

RETENTION

10 years after sale of stock and then destroy.



VINEYARD
STAY CONNECTED

SCHEDULE 19

PARKS AND TRAILS

RECORDS

SCHEDULE 19

PARKS AND TRAILS RECORDS

CONSTRUCTION PROJECT FILES – See Schedule 7 Maintenance Records.

MAINTENANCE COMPLAINTS

These files contain a record of complaints or requests received from the general public concerning municipal parks, trails, and recreational facilities. They are used to verify that action was taken to resolve issues. They include date, name, telephone, and address of requesting person; type of request; and comments of foreman handling request.

RETENTION

3 years after resolution of complaint and then destroy.

PARKS AND TRAILS FILES

These files contain information concerning each of the city parks and trails. They are used to maintain a record of construction projects in each park and trail for historical and informational purposes. They include correspondence, architectural drawings, contracts, specifications, newspaper clippings, histories of individual parks and trails, and photographs.

RETENTION

Permanent. May transfer to State Archives.

RECREATIONAL FACILITY FILES – See Schedule 7 Maintenance Records.

PARK FACILITIES RESERVATION RECORDS – See Schedule 5 General Accounting Records.

SPECIAL EVENT PERMITS – See Schedule 1 Administrative Records.



VINEYARD
STAY CONNECTED

SCHEDULE 20

PLANNING AND ZONING

RECORDS

SCHEDULE 20

PLANNING AND ZONING RECORDS

ADOPTED MASTER PLANS

These are comprehensive plans for municipal development adopted by the city commission. Each municipality shall prepare and adopt a comprehensive, long-range general plan for present and future needs of the municipality; and growth and development of all or any part of the land within the municipality. The planning commission shall make and recommend to the [city commission] a proposed general plan for the area within the municipality. The plans serve as a guide for decision-making on rezoning and other planning proposals and as the goals and policies of municipalities attempting to guide land use in local jurisdictions. The plans include planning commission's recommendations for the development of the territory covered by the plan, and may include, among other things: (a) a land use element; (b) a transportation and circulation element; (c) an environmental element; (d) a public service and facilities element; (e) a rehabilitation, redevelopment, and conservation element; (f) an economic element; (g) recommendations for implementing the plan, including the use of zoning ordinances, subdivision ordinances, capital improvement plans, and other appropriate actions; and any other elements that the municipality considers appropriate. The plan may also include maps, plats, and charts.

RETENTION

Permanent. May transfer to State Archives.

AERIAL PHOTOGRAPHIC MAPS - see Schedule 27 Geospatial Data Records.

COMMUNITY DEVELOPMENT BLOCK GRANT ADMINISTRATIVE RECORDS and COMMUNITY DEVELOPMENT BLOCK GRANT APPLICATION RECORDS – see Schedule 1 Administrative Records.

CONDITIONAL USE PERMIT RECORDS AND INDEXES

These files document the application for conditional use permits. These permits allow for the construction of buildings on the condition that impacts on neighborhoods are mitigated. They include the original application, plan sets, staff reports, investigative reports, planning commission decisions, public comments, cash receipts, and related correspondence.

RETENTION

Permanent. May transfer to State Archives.

HEARING OFFICER/BOARD OF ADJUSTMENT CASE FILES

These case files document the zoning activities of the Hearing Officer/Board of Adjustment. They are used to document the cases brought before the Hearing Officer/Board of Adjustment and its decisions. They contain the original application; findings and order; correspondence; and any exhibits such as plot plans or elevations.

RETENTION

Permanent. May transfer to State Archives.

NONCONFORMING USE CERTIFICATE RECORDS

The records pertain to the nonconforming use certificates that are issued if it is verified that a particular use has remained in effect upon the change of zoning regulations for the particular property. Changes or expansions of nonconforming uses may require approval by the Planning Commission. The records include site plan, verification records regarding original and current use, nonconforming use certificate, and records of any expansion or changes requested with Planning Commission decision regarding such.

RETENTION

Permanent. May transfer to State Archives.

OPEN MEETING MINUTES AND PUBLIC MATERIALS

Approved minutes of an open meeting are the official record of the meeting of a public body. Contained in or with the minutes shall be the substance of all matters proposed, discussed or decided and votes taken. This includes the agenda, notices, and any public materials distributed at the meeting. These include Planning Commission Minutes and Hearing Officer/Board of Adjustment Minutes and Indexes.

RETENTION

Permanent. May transfer to State Archives.

PLANNED UNIT DEVELOPMENT CASE FILES

These case files document the creation of Planned Unit Developments (PUDs) within the municipality. PUDs are owner-initiated projects requesting a variance from standard subdivision and zoning ordinances to allow for the concentration of residential units, office, commercial, or industrial facilities. The project plans must provide for recreational areas, clubs, and other types of facilities to service the community. The owners are given credit for land not inhabited to allow for the concentration of residential units in other areas. Zoning ordinances limit the number of dwelling units per acre. The original proposal describes how the owner wants to build the project with detailed maps and diagrams showing types of buildings and density of structures (dwellings per acre). The case files include initial proposal, approvals or disapprovals, diagrams, site plans, condominium conversions, public comments, and copies of minutes from the Planning Commission.

RETENTION

Permanent. May transfer to State Archives.

PLANNING STUDY REPORTS

These are research-based reports completed in-house or by outside consultants on specific planning problems or conditions. They may be adopted as an amendment to the master plan. These reports provide needed information on specific issues (i.e., housing needs, transportation, geologic concerns). These reports may include recommendations and may be an extension of the master plan.

RETENTION

Permanent. May transfer to State Archives.

REZONING RECORDS AND INDEXES

These files document applications to rezone property within the municipality. They contain the original application, staff reports, maps of areas involved, investigative reports, copies of planning commission minutes, public comments, notice of hearings, copies of ordinances, copies of city council minutes.

RETENTION

Permanent. May transfer to State Archives.

SITE PLAN REVIEW RECORDS

These files document the regulatory review and approval of commercial and industrial site plans by various municipal departments. They contain an application of approvals, staff reports, investigative reports and recommendations, cash receipts, site plans, and related correspondence.

RETENTION

Permanent. May transfer to State Archives.

STREET/ALLEY VACATING RECORDS

These records pertain to the removal of a portion of the public right-of-way and deeding the property to the adjacent property owners. The records may include copies of petitions, staff reports, investigative reports, Planning Commission minutes, the report from Planning Commission to City Council, City Council minutes, ordinances, and legal description.

RETENTION

Permanent. May transfer to State Archives.

SUBDIVISION REVIEW CASE FILES

These case files document the developmental history of subdivision plans submitted to the Planning Commission for compliance review with applicable development ordinances and standards. These include those that are considered lot/splits (subdivisions smaller than five lots), plat amendments. The records may include the original application, surveys/legal description, plat maps, staff reports, investigative reports, Planning Commission minutes, the report from Planning Commission to City Council, and City Council minutes,

RETENTION

Permanent. May transfer to State Archives.

ZONING MAPS

These maps show zoning boundaries within the municipality. They are usually maps which show streets, property lines, zoning boundaries, and area classifications. These maps are used for reference purposes and are frequently updated.

RETENTION

Permanent. May transfer to State Archives.

ZONING ORDINANCES - see Schedule 18 – Clerk’s Records.

ZONING AND SUBDIVISION TEXT AMENDMENTS

These records include application, proposed text language, staff reports, investigative reports, notices, Planning Commission minutes, the report from Planning Commission to City Council, City Council minutes., and public comments.

RETENTION

Permanent. May transfer to State Archives.



VINEYARD
STAY CONNECTED

SCHEDULE 21

POLICE DEPARTMENT

RECORDS

RESERVED



VINEYARD
STAY CONNECTED

SCHEDULE 22

PUBLIC UTILITIES RECORDS

SCHEDULE 22

PUBLIC UTILITIES RECORDS

AS-BUILT CONSTRUCTION PLANS AND SPECIFICATIONS – See Schedule 7 Maintenance Records.

BACKFLOW PREVENTION TEST REPORTS

These tests report the results obtained from the testing of backflow preventer equipment. The reports show maintenance work performed, parts replaced, and repairs made.

RETENTION

3 years after subsequent test and then destroy.

BACTERIOLOGICAL QUALITY ANALYSIS AND CHLORINE RESIDUAL REPORTS

These forms record water samples taken from various locations throughout the distribution system and sources of supply (raw or processed) for bacteriological tests. They include location, date of collection, name of person taking sample, type of sample taken, date of analysis, name of lab, person responsible for performing analysis, analytical method used, results of the analysis, and any monitoring noncompliance correspondence. The State Health Department receives copies of these test forms and retains them for 40 years.

RETENTION

5 years after subsequent test and then destroy.

BILLING ADJUSTMENT RECORDS, BILLING RECORDS, BILLING REGISTER - See Schedule 5 General Accounting Records.

CHEMICAL/RADIOLOGICAL ANALYSES

These forms verify water quality and show the various locations of sampling points of water taken from the distribution system and sources of supply for chemical and radiological tests. They include location, date of collection, name of person taking sample, type of sample taken, date of analysis, name of lab, person responsible for performing analysis, method used, and results. These include lead and copper sampling. The State Health Department receives copies of these test forms and retains them for 40 years.

RETENTION

10 years after subsequent test and then destroy.

COMPLAINT FILES

These files contain customer complaints concerning utility problems which require research and a resolution. They include complaint, results of investigation, meter sheets, and method of resolution.

RETENTION

3 years after date of resolution and then destroy.

CROSS CONNECTION CONTROL SURVEY FILES

These files monitor potential or actual water system health hazards within specific premises. They are used to determine compliance with state laws, schedule surveys, and to write reports. They include various reports, surveys, and related correspondence.

RETENTION

3 years after destruction of premises and then destroy.

CUSTOMER APPLICATION RECORDS

These are applications completed by customers requesting water, sewer, or electric service. They are used for billing purposes. The applications include customer's name, address, and telephone number; meter information, date and approval signature(s).

RETENTION

3 years after final action and then destroy.

DAILY FILTER LOG

This log records a daily instrument table of information regarding filter operations required by Utah Code.

RETENTION

5 years and then destroy.

DAILY OPERATIONAL LOG

This log records daily information on plant operations such as rate of flow, chemical inventories, chemicals used, chlorine residual testing results, and turbidity amount in water. It is required by the Code of Federal Regulations. An annual summary is submitted to the State Health Department.

RETENTION

2 years and then destroy.

DRAINAGE SYSTEM REPAIR LIST

This is a list of all drainage facilities in the system. It is used to prioritize which drains need maintenance. It includes size, type and condition of drainage pipe, type of clean out box, location of facility and condition, depth from flow line to top of lid on road surface and a brief description of the problem.

RETENTION

Retain until superseded and then destroy.

ENVIRONMENTAL PROTECTION AGENCY (EPA) GRANT FILES

Vineyard Retention Schedule adopted by the Vineyard City Council on Month Day, 2018
Classifications are determined by the Records Officer.

These are project files maintained by the municipality for monies granted to the state of Utah and then distributed to individual local government entities. The files document the expenditures of these funds. They include a detailed listing of disbursements, receipts, grant modifications, related correspondence, and a copy of the original grant (Code of Federal Regulations). The State Health Department's copy is maintained permanently.

RETENTION

3 years after final audit and then destroy.

FIELD NOTES

These are the original field surveyor's notes for water and sewer installations which are used as a basis for all maps. They include location, elevation, and other related information.

RETENTION

Permanent. May transfer to State Archives.

IMPACT FEE REPORTS

These reports that document the impact fees charged by the city. Impact fees are charges on new development and increases in development intensity for the local government's cost associated with providing infrastructure to serve the new development.

RETENTION

Ten years after project completion and then destroy.

METER LOCATION RECORDS

These records contain information about all meters (water and electric). They are used to locate meters for service and billings. They include address, work order number, size of meter, contractor, owner, plumber and date installed.

RETENTION

1 year after final action and then destroy.

METER RECORDS – See Schedule 5 General Accounting Records.

METER REPAIR AND TESTING FILES

These records document the installation, repair, testing, and replacement of meters. They include address, work order number, date of initial installation, dates of testing and repair, and remarks.

RETENTION

1 year after disposal of meter and then destroy.

MONTHLY ACTIVATION REPORTS

These records document the activation of water service to new homes in Vineyard that use Orem City Water.

RETENTION

3 years and then destroy.

MONTHLY WASTEWATER LIFT STATION REPORTS

There are reports generated at the lift stations to monitor the flow and pump hours.

RETENTION

3 years and then destroy.

PUBLICATIONS

Any record, regardless of format, that is issued by a governmental entity for public distribution at the total or partial expense of that governmental entity. See Utah Code. These include Annual Water Quality Reports.

RETENTION

Permanent. Creating agency shall transfer preservation copy(ies) to State Archives and access copy(ies) to the State Library.

PUMP STATION WELL DAILY REPORTS

This is a daily monitoring report of a water system. This report shows the time pumps or wells are started and stopped, hours run, power used and amount of water pumped. A summary report (Schedule 22 "Pump Station Well Summary Reports") is usually created from these daily reports.

RETENTION

2 years provided summary report is compiled and then destroy.

PUMP STATION WELL SUMMARY REPORTS

This is the summary information compiled from the daily monitoring report of a water system. The information includes the time pumps or wells are started and stopped, hours run, power used and amount of water pumped. Please refer to Schedule 22 "Pump Station Well Daily Reports" for the daily reports.

RETENTION

Permanent. May transfer to State Archives.

REMITTANCE STUBS – See Schedule 5 General Accounting Records.

SANITARY SURVEYS

These records consist of inspections of the water system performed either by the State of Utah or the Utah County Health Department and are required by State Code. All public drinking water systems are periodically inspected to assess their construction, operations, and record keeping. The inspections identify conditions that may present a sanitary or public health risk.

RETENTION

Retain until superseded and then destroy.

SEWER MAIN MAPS

These are plat drawings of each municipal street detailing all sewer mains in the municipality system by area number. They are used to locate sewer mains. The plats include drawings of all sewer mains in municipal system showing depth of sewer mains, percentage of grade, location of lateral connections and sewer manholes, and size of lines.

RETENTION

Retain until superseded and then destroy.

STORM WATER MAINTENANCE AGREEMENTS AND PLANS

These records include but are not limited to storm water maintenance agreements, long-term storm water management plans, and associated inspection reports and enforcement actions.

RETENTION

Retain until updated or superseded and then destroy.

STORM WATER RECORDS

These records include but are not limited to storm water pollution prevention plans (SWPPP), SWPPP reviews, inspections, and enforcement actions such as records of verbal warnings, stop work orders, warning letters, notices of violation, and other enforcement records.

For site plan review records, see Schedule 20 – Planning and Zoning Records.

RETENTION

5 years after construction is completed and then destroy.

TELEVISION INSPECTION REPORTS

These are videotape reports taken by special monitoring cameras located at critical parts of the sewer lines. They are used to monitor conditions of the sewer lines.

RETENTION

3 years or until updated or superseded and then destroy.

WATER CONSUMPTION ANNUAL REPORTS

These are annual reports that consist of information compiled from monthly statistics of daily water consumption. They are used for research and litigation purposes and to assist in predicting future flows and peak demands. The reports include water consumption in million gallons, and cubic feet from treatment plants, springs, artesian wells, pumped wells, and reservoirs along with precipitation amounts.

RETENTION

Permanent. May transfer to State Archives.

WATER CONSUMPTION MONTHLY REPORTS

These reports consist of monthly statistics of daily water consumption. They are used for research and litigation purposes and to assist in predicting future flows and peak demands. The reports include water consumption in million gallons, and cubic feet from treatment plants, springs, artesian wells, pumped wells, and reservoirs along with precipitation amounts.

RETENTION

1 year, provided annual report is compiled, and then destroy.

WATER FLOW ANNUAL RECORDER CHARTS

These charts are taken from recording stations in streams or wells for annual periods. They are used to determine water flows. The charts include water flow according to gauge flows, height, or level of aquifer in well on an annual basis.

RETENTION

Permanent. May transfer to State Archives.

WATER FLOW MONTHLY RECORDER CHARTS

These charts are taken from recording stations in streams or wells for weekly periods. They are used to determine water flows. The charts include water flow according to gauge flows, height, or level of aquifer in well, during a weekly period.

RETENTION

3 years, provided annual chart is compiled, and then destroy.

WATER LINE OPERATING PERMITS

These permits constitute authorization from the State of Utah to legally operate a water system.

RETENTION

Permanent. May transfer to State Archives.

WATER MAIN MAPS

These maps show the locations of all water mains, valves, hydrants, and water services to property owners in a given area.

RETENTION

Permanent. May transfer to State Archives.

WATER STOCK PURCHASE FILES – See Schedule 18 Clerk’s Records.



VINEYARD

STAY CONNECTED

Vineyard Retention Schedule adopted by the Vineyard City Council on Month Day, 2018
Classifications are determined by the Records Officer.

SCHEDULE 23

PUBLIC WORKS RECORDS

SCHEDULE 23

PUBLIC WORKS RECORDS

AS-BUILT CONSTRUCTION PLANS AND SPECIFICATIONS – See Schedule 7 Maintenance Records.

CLASS "C" ROAD FUNDING PROJECT FILES

These project files document the funding for Class "C" roads. Class "C" funding is money allocated to each municipality from the Transportation Fund. The files include amount of funds allocated and how they were spent for each project (man-hours, vehicle usage, and material used).

RETENTION

Vineyard Retention Schedule adopted by the Vineyard City Council on Month Day, 2018
Classifications are determined by the Records Officer.

3 years after claim, audit, or litigation settled, and then destroy.

COMPLAINT FILES – see Schedule 22 Public Utilities Records.

CONSTRUCTION CONTRACTS

These records are contracts between the city and construction companies for construction projects on city-owned property.

RETENTION

Permanent. After contract expires, retain digital copy.

CONSTRUCTION PROJECT FILES

These project files document the planning, design, and construction of municipally-owned facilities, structures or systems. They are also used for budget planning and litigation research. They include correspondence, copies of agreements, engineer's personal notes, guarantees and warranties, testing reports, reports (daily, weekly, monthly), and permits to work in the public way for municipality projects such as street drains, curb and gutter, sidewalk, paving extensions, street construction and repairs to additions to city buildings.

These records include construction contract records, which document contracts for all engineering and construction projects undertaken by the municipality. They include copies of the payment records, reports, contracts, certificates, and related correspondence.

These records include materials test results, which are reports that contain the results of sieve analysis and nuclear density tests on asphalt, road base concrete, and soils. They are used for conformance of specifications for approval of various materials used on municipal construction projects. Reports are also used for reference on future municipal project work. Reports include date, type of material, weight of material, amount of tests performed, and results of tests (sieve analysis results, percent of compaction, and cylinder compressive tests).

RETENTION

Permanent. May transfer to State Archives.

DELIVERY TICKETS

These are tickets issued by suppliers to verify delivery of supplies (concrete, road base, gravel, and topsoil). They include date, time, amount of mix received, and list of miscellaneous supplies received.

RETENTION

3 years and then destroy.

DEVELOPER REVIEW FILES

This is a duplicate set of plans submitted by developers for subdivisions, and commercial or industrial complexes. It is used to verify compliance with ordinances and design criteria for streets and alleys. They include plans and related correspondence.

RETENTION

Retain until superseded, or 3 years after completion of project, and then destroy.

ENCROACHMENT AGREEMENTS

These are agreements between the municipality and property owners allowing them to extend fences or plants (bushes and trees) within the municipal right of way. The municipality reserves the right to revoke the agreement and to require the property owner to remove the fences or plants upon request. The agreements include date, licensee's name and address, agreement terms, licensee's notarized signature, and signatures of the city council chair and city manager.

RETENTION

Permanent. May transfer to State Archives.

FEASIBILITY STUDIES – See Schedule 1 – Administrative Records.

FLOOD CONTROL/LAND DISTURBANCE PERMIT APPLICATIONS

These applications are completed by developers and homeowners requesting a permit to construct within a flood plain. They are also required for the construction of any facility or discharge of any runoff into specific municipal-wide facilities. The permit provides that the structure or operation covered could be stopped, removed or destroyed by the municipality in a flood emergency and that all structures are subject to municipal inspection at permittee's cost. The applications include firm's or individual's name, address, and telephone number; proposal's description, including construction type, purpose, location (including engineering calculations, and any special conditions); grantee's signature; date; recommendations on whether request should be approved or denied; and (if approved) director's signature.

RETENTION

Permanent. May transfer to State Archives.

INTERSECTION CASE FILES

These files record data on all municipal streets. They are used by traffic engineers and technicians when investigating a particular intersection to determine appropriate traffic regulations. They contain traffic volume (counts taken either mechanically or manually), requests or complaints received which required a study and response concerning specific intersections and work order outline to be done at specific intersections, and a traffic accident history.

RETENTION

7 years after conclusion of investigation and then destroy.

LEASE AGREEMENTS AND CONTRACTS

These records are long-term agreements for products or services for one year or more. These agreements include contracts for services or leasing of equipment. For agreements of less than one year, see Maintenance Agreements.

RETENTION

7 years after expiration of contract and then destroy.

MAINTENANCE AGREEMENTS

These records are short-term agreements for products or services for less than one year. These agreements include contracts for services or leasing of equipment. For agreements of more than one year, see Lease Agreements and Contracts.

RETENTION

1 year after expiration of contract and then destroy.

MAPS AND PLATS

These are city maps and plats for surveys and maintenance of city property and facilities. They are used for research purposes by the public, other city departments, and title companies. They include townships and range, rights-of-way, monument markers, lot measurements, street names, centerline measurements, blocks, and subdivision names.

RETENTION

Retain until superseded, and then destroy.

RIGHT-OF-WAY WORK PERMIT APPLICATIONS, PERMITS, AND BILLINGS

These applications are used by individuals and contractors requesting to work in the municipal right-of-way for demolitions or excavations. The application includes job address, date, owner/agent name at job address, a location description of intended excavation, size, purpose, and agreement to comply with all state laws and municipal ordinances.

These records also include permits issued for private companies to work on city property ("public way") for demolitions, excavations, blasting, crane operations, barricade installations, concrete construction (curb, gutter, sidewalks), or the moving of heavy equipment. They include job address, date, name of owner/agent at job address, state license classification, diagram of work required, checklist of existing utilities and construction and traffic control.

These billings are sent to contractors for the inspections of excavations on the municipal right-of-way. The permits may be issued over the telephone with parties having agreements with the municipality and are then billed for inspections. The billings include contractor's name and address, date permit issued, location, inspection date, and inspection costs.

RETENTION

3 years after expiration of permit or bond and then destroy.

SCHOOL ROUTING MAPS

Vineyard Retention Schedule adopted by the Vineyard City Council on Month Day, 2018
Classifications are determined by the Records Officer.

These records provide school access routes for elementary, junior high, and senior high schools for school buses. The routing plans are updated yearly and are transmitted to the local jurisdiction by the school districts. The records include maps, plans, routing changes, safety concerns, and recommendations.

RETENTION

Retain until superseded and then destroy.

SIGNALIZED INTERSECTION RECORDS

These records are registers and similar records providing an inventory of all traffic signs, signal equipment and the timing set-up of each signalized intersection. They are used to determine compliance with safety guidelines and as a record of changes on a historical basis. They include information concerning poles, signal head information, and signal control. These records are registered and kept in electronic mapping.

RETENTION

2 years after signal device removed and then destroy.

SPECIAL ASSESSMENT PLATS – See Schedule 12 Special Assessment Records.

SPECIAL EVENT PERMITS – see Schedule 1 Administrative Records.

STREET CLEANING RECORDS – See Schedule 7 Maintenance Records.

STREET MAINTENANCE RECORDS – See Schedule 7 Maintenance Records.

STREET NAME AND HOUSE NUMBER FILES

These files contain records relating to street dedications, street closings, the assignment and alternation of street names and house numbers and similar records. They provide official control of the naming and numbering of municipal streets and roads.

RETENTION

Permanent.

TRAFFIC DRAWINGS

These are original drawings or area maps of streets. They are used to determine whether changes are needed in school zones, pedestrian crossings, intersections, signalized intersections, and street striping. Drawings are used as a reference tool for the performance work.

RETENTION

4 years after revised and then destroy.

TRAFFIC SIGNAL CONFLICT MONITOR LOG

This is a log showing when each conflict monitor was serviced (a safety device that functions to avoid two opposite green lights showing at the same time). It is used for maintenance purposes. The log includes location, type of conflict monitor and date serviced.

RETENTION

7 years and then destroy.

TROUBLE CONTROL REPORT

This report is generated by telephone calls from private citizens or police departments concerning traffic signals that require repairs. Report is necessary for verification in litigation cases. It includes location, name of person reporting, date, time, report of trouble, description of trouble found, repair made, by whom, time arrived and time completed.

RETENTION

7 years or until litigation completed and then destroy.

WORK ORDER LOG - See Schedule 7 Maintenance Records.

WORK ORDERS - See Schedule 7 Maintenance Records.



SCHEDULE 24

REDEVELOPMENT RECORDS

SCHEDULE 24 REDEVELOPMENT RECORDS

ANNUAL REPORT

Any record, regardless of format, that is issued by a governmental entity for public distribution at the total or partial expense of that governmental entity. See Utah Code. This is categorized under Publications.

RETENTION

Permanent. Creating agency shall transfer preservation copy(ies) to State Archives and access copy(ies) to the State Library.

APPRAISAL PROJECT FILES

These files contain evaluations of properties and structures within proposed projects. They are used to investigate project's viability, determine costs, and negotiate for purchase of real property. The files include financial assessments of the worth of real estate and buildings within proposed project areas. They may also include assessments of architectural and historical significance and condition of the involved structures.

RETENTION

Permanent. May transfer to State Archives.

BONDS AND BONDING RECORDS - see Schedule 2 Bonds and Bonding Records.

BUILDING ILLUSTRATIONS

These are working copies of maps of real property and drawings and diagrams of actual buildings. They are used during the early phases of redevelopment projects. When the projects become official, the maps and drawings become part of the project file.

RETENTION

3 years after final action and then destroy.

CERTIFICATION FILES

These files document the approval and certification process of all official redevelopment projects. They contain all documents necessary to certify a project including consultant's reports; a copy of the redevelopment plan; a report detailing reasons for the selection of the project area; a description of physical, social, and economic conditions in the area; a financial analysis of the project; consultant proposals; a plan detailing methods for the relocating of all families and persons in the redevelopment area; an analysis of the preliminary plan; a report with the planning commission recommendations; a blight survey; notices of hearings; copies of minutes of hearings; and copies of resolutions.

RETENTION

Permanent. May transfer to State Archives.

COMMUNITY DEVELOPMENT BLOCK GRANT RECORDS – see Schedule 5 General Accounting Records.

CONSULTANT RECORDS

These are separate files prepared by private consultants. They are used to document proposals made by individual consultants. The files contain both rejected proposals and those being considered and include the actual proposal and bid. Final approved proposals are filed in the certification file.

RETENTION

3 years after being rejected and then destroy.

LITIGATION FILES

These files document lawsuits filed against the Redevelopment Agency concerning redevelopment projects. They contain related correspondence, research materials, copies of all official filings (complaints, answers, judgments, etc.), copies of depositions, and attorneys' notes. Usually the city attorney maintains the record copy of all lawsuits.

RETENTION

Permanent. May transfer to State Archives.

NON-APPROVED REDEVELOPMENT PLANS

These are project area plans in accordance with the provisions of Utah Code. The agency is required to conduct examinations, investigations, and other negotiations regarding the plan. The plan "shall be consistent with the general plan of the community in which the project area is located and show that the project area development will conform to the community's general plan." Approved plans become part of Schedule 24 Certification Files.

RETENTION

3 years and then destroy.

OWNER PROJECT FILES

These project files document both successful and unsuccessful negotiations and ongoing agreements for the purchase of property for redevelopment projects. The files include copies of agreements and related correspondence.

RETENTION

3 years after completion of redevelopment project and then destroy.

PRELIMINARY PLAN REPORTS

These are reports required to be completed by the agency on proposed projects. The agency may select one or more project areas comprising all or part of the proposed survey area and formulate a preliminary plan for the redevelopment or economic development of each project area in cooperation with the planning commission of the community. See Utah Code. The plans must include a description of the boundaries of the project area containing a general statement on land uses, layout of principle streets, population densities and building intensities and standards proposed as the basis for the development of the project area. The plans must also show how the purposes of the act would be attained by such redevelopment and shows how redevelopment conforms to the master or general community plan. See Utah Code.

RETENTION

Permanent. May transfer to State Archives.



VINEYARD
STAY CONNECTED

SCHEDULE 25

LIBRARY RECORDS

Vineyard Retention Schedule adopted by the Vineyard City Council on Month Day, 2018
Classifications are determined by the Records Officer.

RESERVED



VINEYARD
STAY CONNECTED

SCHEDULE 26

FIRE DEPARTMENT RECORDS

RESERVED



VINEYARD
STAY CONNECTED

SCHEDULE 27

Vineyard Retention Schedule adopted by the Vineyard City Council on Month Day, 2018
Classifications are determined by the Records Officer.

GEOSPATIAL DATA RECORDS

SCHEDULE 27 GEOSPATIAL DATA RECORDS

AERIAL PHOTOGRAPHIC MAPS

These are large aerial photographs of the municipality and are used for informational purposes. The photographs are taken periodically to illustrate changes in development. The maps may include zoning boundary lines.

RETENTION

Permanent. May transfer to State Archives.

BOUNDARIES RECORDS

These geospatial records of administrative boundaries include county, municipal, precinct, tax district, subdivision, and other important municipal boundaries.

RETENTION

Permanent. May transfer to State Archives after 1 year.

INLAND WATER RECORDS

These geospatial records contain information pertaining to hydrologic features located in Utah municipalities. These are lakes, streams, ponds, and watersheds.

RETENTION

Vineyard Retention Schedule adopted by the Vineyard City Council on Month Day, 2018
Classifications are determined by the Records Officer.

Permanent. May transfer to State Archives after 1 year.

LOCATION RECORDS

These geospatial records contain information pertaining to geodetic networks, and control points. They include latitude and longitude coordinates.

RETENTION

Permanent. May transfer to State Archives after 1 year.

PLANNING AND CADASTRE RECORDS

These geospatial records contain information pertaining to reference locations (or points on the earth) and planning and zoning information.

RETENTION

Permanent. May transfer to State Archives after 1 year.

TRANSPORTATION RECORDS

These geospatial records contain information pertaining to the transportation routes in Utah municipalities. These include street centerlines, street locations, street names, and railroad routes.

RETENTION

Permanent. May transfer to State Archives after 1 year.

UTILITIES AND COMMUNICATION RECORDS

These geospatial records contain information pertaining to utilities found in Utah municipalities. These may include telephone infrastructure, electricity transmission lines, storm sewer pipes, and septic tanks.

RETENTION

Permanent. May transfer to State Archives after 1 year.



VINEYARD
STAY CONNECTED

SCHEDULE 28

Vineyard Retention Schedule adopted by the Vineyard City Council on Month Day, 2018
Classifications are determined by the Records Officer.

RECREATION RECORDS

SCHEDULE 28 RECREATION RECORDS

RECREATION PROGRAM FILES

These program files document specific municipally-sponsored recreation programs. They are used for reference in developing future programs. They include flyers of specific programs, reservation records, and copies of receipts for fees paid. They also include an accounting of participants and receipt numbers.

RETENTION

2 years and then destroy.

RECREATIONAL ACTIVITY RELEASE RECORDS

This form is completed by individuals participating in municipal recreational activities. It is used to verify that participants have released all rights and claims for possible injuries in municipal recreational activities. They include individual's name, team name, sport, date, medical insurance company, and signature.

RETENTION

2 years or until all litigation is resolved and then destroy.

RECREATIONAL EQUIPMENT RECORDS

These records document recreational equipment (i.e. softball, volleyball) and tools loaned in connection with reserved park areas and other recreational facilities. They are used to maintain a record of location of equipment. They include name of group; name, address, telephone number of person picking up equipment; date of issue; reservation date; date of return; location reserved; quantity and equipment picked up.

RETENTION

2 years after equipment returned and then destroy.

RECREATIONAL FACILITY FILES – See Schedule 7 – Maintenance Records.

REGISTRATION RECORDS

These forms are used to register for municipal recreational programs. They include registrant's name, address, and telephone number; program name and date(s); parent's/guardian's name if registrant is a minor; and a signed liability waiver statement.

RETENTION

2 years and then destroy.